

**MEMORANDUM FOR : Deputy Director for Support**

**SUBJECT : Routing of Letters of Retirement and Letters of Condolence**

1. This memorandum is for information only.

2. For many years this Office has prepared letters of condolence to the next-of-kin of deceased Agency staff personnel and commendatory letters of retirement to retiring employees for signature by the Director of Central Intelligence. These letters have been routed from the Office of the Director of Personnel to the Executive Director-Comptroller to the Director. Cases involving personnel in the Support Services were first routed to the Deputy Director for Support. This earlier routing procedure was changed in July 1965 on instructions from the Executive Director-Comptroller that these letters need not be reviewed after they leave the Office of Personnel. Since then we have arranged for direct routing of these letters to the Director.

3. Both letters of condolence and commendatory letters of retirement are routine in nature.

a. In the case of the condolence letter, very rarely is there a variation from the previously approved and long-used text. A sample is attached at Tab A. In forwarding the letter for signature, we always attach Form 901, Casualty/Emergency Report, which summarizes the particular circumstances of death. This form also records concurrences obtained from the Office of Security and, where appropriate, Central Cover Staff in the preparation of the letter.

b. In retirement cases, we have a series of letters. From these, one is selected to fit the circumstances of the individual case. Samples of these letters are attached at Tab B. These letters are also reviewed by the Office of Security and, where appropriate, Central Cover Staff and concurrences are indicated on the file copies. In addition, we have followed the practice of attaching to the letter a short note summarizing the circumstances of retirement.

4. Pending further instructions from you, we have initiated the practice of routing all retirement and commendatory retirement letters through you.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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DA565-2

65-402

15 July 1965

**MEMORANDUM FOR: Director of Personnel**

**Emmett;**

It seems to me that letters prepared for the Director's signature on the occasion of an employee's retirement or death are of such a nature that they should be handled expeditiously and need not be reviewed after they leave the Office of Personnel.

Accordingly, in the future the Executive Registry will send all such letters directly to the Director for signature. If the Director should be dissatisfied with any of them, it will be immediately brought to my attention. (I suggest that the Deputy Director for Support might also forego the review of these letters.)

/s/

**L. K. White**

cc: **Deputy Director for Support**  
**Executive Assistant to the DCI**  
**Executive Registry**

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Letters of condolence which are usually similar are prepared in original and seven copies after consultation with the deceased's immediate office and with the approval of the Office of Security. For Clandestine Services cases, approval of Central Cover Staff is also obtained. A copy of the current condolence letter is attached. The letter and Form 901, Casualty/Emergency Report, are forwarded directly to the Director for signature. The distribution of the condolence letter is as follows:

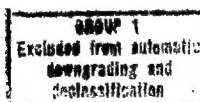
- Original for addressee
- One for Executive Registry and original of 901
- One for D/Pers with copy of 901
- One for OPF
- One for Subject's office
- One for C/BSD
- Two for BCB with two copies of 901

There are eight standard retirement commendatory letters which have been approved and been used for several years. Samples attached. The type of letter chosen depends upon the type and length of service and type of retirement and is determined after review of the file and consultation with the retiree's office. Security concurrence is obtained for this letter and where appropriate, Central Cover Staff. The distribution for commendatory letters is as follows:

- Original for addressee
- One for Executive Registry
- One for C/EAB/OS
- One for D/Pers
- One for OPF
- Two for Retirement Branch

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**CONFIDENTIAL**



NOTE TO : C/BCB

16 AUG 1966

1. I had a long discussion with [ ] yesterday concerning a possible change in policy at the DDS level on the routing of material to the 7th floor. We were talking specifically on letters of condolence and I need some information. STATINTL
2. My recollection is that some time ago and probably when Col. White was the DDS, we were told to stop routing this material through the DDS except in those cases involving Support Services employees. Will you look through your emergency policy file and see if you can find such an instruction.
3. Is it not true that we route at the present time Support Services cases through the DDS? If so, please tell me the names of all Support Services death cases since Mr. Bannerman became the DDS.
4. Am I correct that all other death cases are routed directly to the Executive Director? h n
5. Please send me the above information and then proceed with a draft of a memorandum from D/Pers to the DDS outlining our procedures on letters of condolence and commendatory retirement letters. (You should ask Howard for a sample of the retirement letters) Your memo should point out that these letters are almost entirely the same—that having approved one in substance, all of them in effect have been approved. The memo should also point out that there is little that is controversial in these letters and that before release our SOP calls for concurrence by Security and Cover.
6. Do this in draft but in advance, give me the specific data called for above.

[ ]

C/ESD

STATINTL

WES  
Butty!



CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.  
OFFICE OF THE DIRECTOR

Mrs. John A. Doe  
1234 First Street, N. W.  
Washington, D. C.

Dear Mrs. Doe:

May I extend to you my deepest sympathy  
in the\*loss of your husband.

He performed his duties well, faithfully,  
and with special devotion. He will long be  
affectionately remembered by his colleagues in  
this organization.

Our thoughts are with you.

Sincerely,

Richard Helms  
Director

\* Add the word sudden when the death is accidental  
or unexpected.

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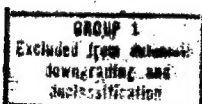
- Original for addressee
- One for Executive Registry and original of 901
- One for D/Pers with copy of 901
- One for OPF
- One for Subject's office
- One for C/BSO
- Two for BCB with two copies of 901

There are eight standard retirement commendatory letters which have been approved and been used for several years. Samples attached. The type of letter chosen depends upon the type and length of service and type of retirement and is determined after review of the file and consultation with the retiree's office. Security concurrence is obtained for this letter and where appropriate, Central Cover Staff. The distribution for commendatory letters is as follows:

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- One for D/Pers
- One for OPF
- Two for Retirement Branch

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- One for Executive Registry and original of 901
- One for D/Pers with copy of 901
- One for OFF
- One for Subject's office
- One for C/BSO
- Two for BCB with two copies of 901

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- One for OFF
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~~CONFIDENTIAL~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

NOTE TO : C/BCB

16 AUG 1966

1. I had a long discussion with [redacted] yesterday concerning a possible change in policy at the DDS level on the routing of material to the 7th floor. We were talking specifically on letters of condolence and I need some information. STATINTL
2. My recollection is that some time ago and probably when Col. White was the DDS, we were told to stop routing this material through the DDS except in those cases involving Support Services employees. Will you look through your emergency policy file and see if you can find such an instruction.
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6. Do this in draft but in advance, give me the specific data called for above.

[redacted] STATINTL

MS  
atty!

STAT

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**DISPATCH**

CLASSIFICATION

**SECRET**

PROCESSING ACTION

TO	Chief of Station, [ ]	MARKED FOR INDEXING
INFO.		NO INDEXING REQUIRED
FROM	Chief, Benefits & Services Division	ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT	Mortuary Support	MICROFILM

## ACTION REQUIRED - REFERENCES

- A. [ ] 6 Jan 66  
 B. [ ] 26 Jan 66  
 C. [ ] 7 Mar 66

1. We have read the references with great interest and offer the following comments:

a. It is certainly true, as reported in paragraph 1 of reference B, that there is pressure—usually generated by my office as a result of contact with next-of-kin—for expeditious shipment of remains to the United States. We have never knowingly suggested, however, that proper and complete mortuary service be sacrificed in the interest of speed, but have hoped that both aspects in overseas handling of death cases be achieved where possible.

b. It is equally true that the situation at [ ] and elsewhere in the Far East has been made much more difficult because of current circumstances and increasing mortuary activity, and for this reason we can support reference B and the practice of local embalming and commercial shipment of remains from [ ] when such is deemed necessary. In this latter regard, we know that whenever facilities other than those made available by [ ] are used, the Station will continue to assure retention of the best possible commercial mortuary service. We would also appreciate cable information in each such case as to the condition of remains and whether they are viewable. This question is usually asked by next-of-kin.

2. While the above indicates our willingness to support [ ] position, we would appreciate your comments on the following data and confirmation of your request for continued "commercial" rather than [ ] service. Do we understand correctly from paragraph one of reference A that a [ ] mortuary officer is now stationed at [ ] If so, he should be able to provide all mortuary assistance we may require even though the [ ]

(Continued)

CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	[ ]	23 March 1966 30 MAR 1966
	<b>SECRET</b>	HQS FILE NUMBER

- 1 - FE  
 1 - D/Pers  
 1 - BCB  
 ✓ - BSD

ORIGINATING		
OFFICE	OFFICER	TYPIST
OP/ BSD	[ ]	bhd
COORDINATING		
OFFICE SYMBOL	DATE	OFFICER'S NAME
C/ BSD	3/24/66	[ ]
FE/ Pers	3/29/66	
OFFICE SYMBOL	DATE	
C/ FE/ SS	3/29/66	

**DISPATCH**

CONTINUATION OF  
DISPATCH

CLASSIFICATION

S E C R E T

DISPATCH SYMBOL AND NUMBER

25X1A

[REDACTED] 25X1  
request of a responsible Government official. Although the dispatch is aged, the procedures are still valid and should your review of this Book Dispatch and the references indicate further reflection on the use of military services, we would be willing to discuss your particular situation with our military contacts here. We would also be happy to do anything more you think might be of assistance to you.

3. We have appreciated the opportunity to review the bidding in this case and will await your "final word" which should clarify for all concerned the procedures to be followed in the future should the need arise.

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## Distribution:

3 - COS, [REDACTED]

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THIS EDITION.

CLASSIFICATION

S E C R E T

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PAGE NO.

2

**DISPATCH**

CLASSIFICATION

PROCESSING ACTION

**CONFIDENTIAL**

MARKED FOR INDEXING

TO

Chief of Station, [ ]

NO INDEXING REQUIRED

INFO.

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

FROM

Chief, Benefits and Services Division

MICROFILM

SUBJECT

Survivor Benefits

REFERENCES

25 January 1966

1. Reference requested information as to benefits which survivors receive in the event of death of an employee. There is no single answer to this kind of question since each case depends on its own circumstances. For example, benefits are different depending on whether the employee dies in the performance of his duty or not. Further, in non-performance of duty cases, benefits under the Civil Service retirement or Organization retirement systems will depend on years of creditable service, salary levels, as well as the kind and number of eligible survivors. The insurance that a man may have in force may also determine the overall benefits payable. What we have provided below is a brief summary of benefits, which we trust will be of some help in answering questions raised by Station personnel.

a. Civil Service Retirement System

Under the Civil Service Retirement System, a widow is entitled to 55% of the employee's earned annuity if he has at least five years of civilian service at the time of his death. She would receive the annuity for life or until she remarries. Each child under age 18 (age 21 if a full-time student) would receive \$600.00 per year not to exceed \$1,800.00 total for all children. If neither parent is living, the child's annuity would be \$720.00 per year not to exceed \$2,160.00 for total number of children. (Pamphlet 18 "Your Retirement System" Copy Attached)

b. Organization Retirement System

Under the Organization Retirement System, a widow is entitled to 55% of the employee's earned annuity if he has at least five years of civilian service at the time of his death. The dependent children's benefits are the same as above. Both retirement systems are basically the same except that because of a difference in the annuity formula, survivor annuity for the widow is larger under the Organization Retirement System.

c. Federal Employees' Compensation Act

Federal employees are eligible for benefits under the provisions of the Federal Employees' Compensation Act when they incur an injury or illness in the performance of duty, (i.e., when an injury or illness is

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CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

181 MAR 1966

21 March 1966

CLASSIFICATION

**CONFIDENTIAL**GROUP 1  
Excluded from automatic  
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declassification

HQS FILE NUMBER

25X1A

ORIGINATING

OFFICE

OFFICER

TYPIST

EXT

OP/BSB/BCB

emt

COORDINATING

OFFICE SYMBOL

DATE

OFFICER'S NAME

C/BCB

22 Mar 1966

RB

C/BCB

23 Mar 66

C/BSO

3/24

OFFICE SYMBOL

DATE

C/FE/Pers

(40)

FORM

1-63

53

USE PREVIOUS EDITION

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**DISPATCH**

CONTINUATION OF  
DISPATCH

CLASSIFICATION

DISPATCH SYMBOL AND NUMBER

CONFIDENTIAL

25X1A

directly attributable to or materially aggravated by the work of the employee or the conditions of his employment.) The coverage of this Act extends to Federal Employment any place in the world and also covers employees while in an official travel status. Among the benefits provided by FECA are full medical and hospital care, compensation for disability and compensation for death to certain named survivors and dependents. In presenting a claim for any FECA benefits, the claimant has the burden of clearly establishing that the disabling condition was incurred in the performance of duty, but our office assists in the presentation of these claims for adjudication.

If death results from an injury or illness incurred in the performance of duty, a widow without children is entitled to receive 45% of the deceased employee's monthly salary. Benefits for a widow with children under age 18 would be 40% for herself and 15% for each child not to exceed 75% of the employee's monthly salary. The total compensation cannot exceed \$525.00 per month. Pending legislation would raise this maximum.

When a death results from an injury or illness in the performance of duty, the widow must elect whether or not she prefers to receive benefits under the retirement system or FECA. She cannot receive benefits under both. (More detailed information concerning the Federal Employees' Compensation Act may be found on the attached mimeographed sheet and in the attached pamphlet entitled "Work Injury Benefits for Federal Employees.")

2. In addition to the above benefits, most staff employees and staff agents are covered by the Federal Employees' Group Life Insurance. This provides two kinds of insurance during employment - life insurance and accidental death and dismemberment insurance. The amount of your insurance is determined by annual salary. The attached certificate may be helpful in giving further details.

3. There are a variety of insurance plans offered through the Organization. An outline of the coverage is enclosed.

4. In reviewing benefits, consideration should be given to possible coverage under Social Security and in some cases VA compensation which is provided for widows and/or children. We are attaching some literature which summarizes these benefits.

5. In all of your briefings with employees on the question of survivor benefits, please emphasize the extent to which our office assists survivors, through our casualty assistance program, in obtaining the various benefits to which they may be entitled. We will personally meet with these survivors with the necessary forms completed, to the extent that they can be in advance, and every effort is made to ease the concern normally experienced by survivors about their financial status, the benefits that they should receive, and the manner in which these are to be obtained.

6. Please let me know if you need additional information.

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Attachments:  
As stated

Distribution:  
3 - Saigon

FORM  
9-64  
(40) **53a**

USE PREVIOUS EDITION.

CLASSIFICATION

CONFIDENTIAL

GROUP  
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downgrading and  
declassification

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PAGE NO.

2

## S E C R E T

25X1A Chief of Station, [ ]

25X1A Chief, Benefits and Services Division

25X1A [ ] - Benefits for Employees Involved in Non-Scheduled Aircraft Accidents

25X1A a. [ ] 13 Aug 65

25X1A b. Booklet "Association Insurance Programs", dated 3/31/64

c. Book Dispatch 4251, dated 16 Mar 64

d. [ ] dated 8 Jul 65

25X1A 1. Reference a requested information regarding benefits available to KUBARK personnel if injured in an accident while on a non-scheduled [ ]

25X1A 2. Employees traveling on this aircraft in the performance of their duty would be covered by the provisions of the Federal Employees' Compensation Act, discussed in [ ] Some additional material covering FECA benefits is also attached.

3. Employees who are now covered by the Federal Employees' Group Life Insurance are also covered on the aircraft since this insurance has no air travel exclusion at all. Thus, the full benefits of the policy would be payable, i. e., face value, accidental death benefits, or where appropriate, dismemberment benefits. Attached is a brochure describing these FEGLI benefits.

## 4. GEHA Life Insurances

## a. WAEPA

The face value and accidental death and dismemberment benefits of WAEPA are payable for all employees travelling onboard this aircraft as passengers. The WAEPA accidental death and dismemberment benefit does not cover any loss resulting from injury sustained while in or on any vehicle or device for aerial navigation, except as a passenger in a previously tested and approved aircraft, other than experimental or prototype aircraft. Thus, the fact that this aircraft is non-scheduled

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21 OCT 1965

25X1A [ ] 13 October 1965

## S E C R E T

25X1A

## Distribution:

25X1A 3 - COS, [ ]

1 - NE Div.

1 - D/Pers

1 - IB

✓ 1 - BCB

OP/BSO

bhd

[ ] 5X1A

C/BSO

NE/Pers



S E C R E T

25X1A

does not in itself exclude accidental death or dismemberment benefits; it is the status of the traveler that determines. Passengers are covered; pilots and crew members are excluded. However, please note that even in these cases where the exclusion does apply, only the accidental death and dismemberment benefit would not be paid. Even in the cases of pilots and crew members, the face value would be paid.

#### b. UBLIC

Again, the fact that this aircraft is a non-scheduled one does not itself result in a denial of benefits. Rather, it is the status of the traveler that determines. In all cases, the face value, on any of the eight plans from \$1,000 to \$10,000 for employees who have the insurance, would be payable. Until very recently, accidental death and dismemberment benefits would be payable only to passengers, as in the case of WAEPA. However, this provision has now been modified. The UBLIC air travel exclusion now excludes any loss sustained as the result of or while participating in aeronautics, aviation, air travel, or air transportation except as a passenger. The term passenger shall not include the pilot or any other member of the crew unless such participation as pilot or co-pilot, or other member of the crew is undertaken at the direction of the Organization. In no event shall the aggregate limit of liability with respect to all protected persons acting as pilot, co-pilot, or other member of the crew while in any one aircraft exceed \$150,000 with respect to accidental death and dismemberment benefits. To restate this, any UBLIC policyholder would be covered by the face value on the flight. Accidental death and dismemberment benefits would also be paid without any qualification to all passengers. Accidental death and dismemberment benefits for pilot, co-pilot, or crew members would be paid only if they were serving in those capacities in the performance of their duty. Also for this group, and only for payment of accidental death and dismemberment benefits, the total liability payable to this group because of any one aircraft accident could not exceed \$150,000. This aggregate limit of liability would only take effect for those few instances where there are more than five individuals serving as pilot, co-pilot, and crew members.

#### c. Contract Life Insurance

For contract employees traveling on this flight, full benefits would be payable. There are no exclusions, although the policy consists of only face value without accidental death and dismemberment benefits.

#### d. Air Flight Trip Plan

This insurance covers passengers on scheduled airlines only; Consequently, the [ ] since it is a non-scheduled flight, would be excluded.

#### e. Military Air Flight Trip

While this insurance covers non-scheduled airlines, it only covers passengers on aircraft which are used primarily for transporting passengers.

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**f. Flight and Accident Policy**

This policy also covers passengers only on aircraft which at the time is making a flight for the sole purpose of transporting passengers or passengers and cargo and not for any other operational purpose or any tactical or test purpose. Our understanding of the [redacted] flight is that it is either for the purpose of transporting passengers or passengers and cargo and is not engaged in any other operational, tactical, or test purposes. With this qualification, passengers on the [redacted] flight would be covered by the Flight and Accident Policy.

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**Attachments:**  
**As Stated**

**Distribution:**

3 - CCS. [redacted]

**DISPATCH**

CLASSIFICATION

**CONFIDENTIAL**

PROCESSING ACTION

TO

Chief, Far East Division

X

MARKED FOR INDEXING

INFO.

NO INDEXING REQUIRED

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

FROM

Chief of Station, [REDACTED]

MICROFILM

SUBJECT

Survivors Benefits

ACTION REQUIRED - REFERENCES

Please advise benefits which survivors receive in the event of death of an employee. The question has been raised as to the method of calculating the income which a surviving widow and children would receive and the length of time they would receive such payments.

25X1A

Distribution:  
2 - CFE

CROSS REFERENCE TO

DATE

25 JAN 1966

25X1A

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